

Weeding Guides by Dewey range

Keeping materials based on how quickly a field can change, for example computer science changes rapidly so don't keep anything older than 5 years.

I run a weed report based on date of last checkout. I pull the books then check the core collection to see if they are recommended, then weed based on our needs. We have fairly limited space and I am becoming ruthless

Run a report to see what items haven't circulated in 3 years, and then use that list as a guideline when you go into the stacks. You'll still need to evaluate/open/handle each item, but you can take some notes and have a guideline.

Consider weeding anything with "new", "current", or "modern" in the title- that is more than 7 years old

One of my trusted techniques with paperbacks is to keep track of authors in a spreadsheet, then use circulation stats to weed. I only keep low circ items if part of a series, patrons want the entire series.

I use CollectionHQ software to run lists of items to weed at our branches. Based on items that have circulated 60+ times and have had no activity in over 2 years. This is a start, when the numbers get more manageable we will lower the circs

I use MUSTIE

I weed from a 5 year list. I also look at types of books that are popular with our patrons: i.e. Cold War spy stuff is not read much here, as well as western. Items may be in good shape, but if they're not

If scratches can't be cleaned off of discs DISCARD, reorder if still popular

What about having strong standards/guidelines for books you accept/donations? If you make good decisions at first for what you'll accept it will help you later on.

When weeding our paperback fiction, I did consider series, BUT only if we had all or most of the books

Our library is part of a consortium - so if our title is the only one, we'll consider keeping it - but if it can be borrowed from a PARTNER library, we discard it.

Replace Medical books every one to two years don't keep anything older than 5 years unless it's of historical value.